



FAX NUMBER ON VACANCY POSTING

Effective February 26, 2010, fax numbers will display on vacancy postings. The fax number is pulled from the mailing address of the contact person's position.


If you wish to receive faxed applications, please ensure the correct fax number is listed on IT 1028 - Address / Subtype – Mailing Address. These may be maintained via PO13.


If the Fax number field is left blank or if any data other than a 10-digit fax number is entered, **N/A** will display on the job posting.

Fax numbers you wish to store on the contact person's position that you *do not want* to display on vacancy postings may be kept on the Main or Courier Address.

When you go into IT 1028, the Main Address is displayed. To navigate to the Mailing Address, use the “next record” buttons  .

Changes to the Mailing Address Subtype for the contact person are made here:

Address	01 S 65003101 2		
Subtype	Mailing Address		Record 1 of 1
<hr/>			
Address suppl.	<input type="text"/>		
House no/street	<input type="text"/>	House number	<input type="text"/>
Street	4601 Mail Service Center		
PCode/City	27699	Raleigh	
Country	USA 		
Region	NC	North Carolina	
<hr/>			
Telephone no.	<input type="text" value="919-733-7373"/>		
Fax number	<input type="text" value="919-733-3737"/>		
Distance in km.	<input type="text"/>		

NOTE: If a Mailing Address Subtype has not yet been created (and you want one), use the Create button  to create it.